

MONTGOMERY COUNTY, MARYLAND
DIVISION OF TREASURY
255 Rockville Pike, Suite L-15
Rockville, Maryland 20850
Phone: (240) 777-8928
Fax: (240) 777-8954

TELEPHONE TAX ACCOUNT
NUMBER ASSIGNED _____

APPLICATION FOR MONTGOMERY COUNTY TELEPHONE TAX ACCOUNT NUMBER.
PLEASE READ PAGE ENTITLED APPLICATION INFORMATION BEFORE COMPLETING THIS FORM.
ALL QUESTIONS MUST BE ANSWERED ---PRINT OR TYPE

1. Name Under Which Business Is To Be Conducted _____
2. Address of Business _____
(Street & Number) (City or Town) (State) (Zip)
3. Date Started or Date To Start At Above Address _____
(Month) (Day) (Year)
4. Mailing Address of Business, If Different From Line 2.

(Street & Number) (City or Town) (State) (Zip)
5. Telephone Number of Business () _____
6. Name and Address of Owner, If Different From Lines 1, 2 or 4.
Name _____
Address _____
(Street & Number) (City or Town) (State) (Zip)
7. Type of Ownership _____ Individual Proprietor _____ Partnership _____ Corporation
_____ Other, Explain _____
8. Name and Address of Partner or Principal Officers (attach another page if necessary)

9. Do you maintain your books on a cash or accrual basis? _____ Cash _____ Accrual
_____ Other, Explain _____
10. Name and Address Where Accounting Records are Maintained (If same as 1, 2 or 5 above, leave blank)

11. Is This A New Business? _____ YES _____ NO
12. Monthly filing is required unless quarterly filing is requested. To request quarterly filing check here _____ . If checked, quarterly filing is approved unless denied in writing by our office.

(SIGN HERE) (TITLE) (DATE)

(TYPE OR PRINT NAME OF SIGNER)

TELEPHONE TAX APPLICATION INFORMATION

- 1) All persons supplying a connection to the local telephone exchange through a unique telephone, must submit an application for Montgomery County Telephone Tax Account Number.
- 2) Montgomery County Telephone Tax Account Numbers established by the Director of Finance shall not be transferred.
- 3) If you are purchasing the business in this application, you should notify the Division of Treasury, Montgomery County.
- 4) The monthly return should be accompanied by the tax payment.
- 5) Make check or money orders payable to Montgomery County, Maryland. **Do not send cash.**
- 6) Monthly returns must be filed on or before the 15th of each month, covering the immediate preceding calendar month. Upon written application to and with the consent of the Director of Finance, the following schedule may be adopted for filing returns:

<u>For Months of</u>	<u>Return Due On/Or Before</u>
January, February, March	April 15th
April, May, June	June 15th
July, August, September	October 15th
October, November, December	January 15th

When using the above schedule for filing, a return for each month must be completed.

COME VISIT OUR NEW WEB SITE ON EXCISE TAXES AT:

www.montgomerycountymd.gov